

Keener

Alice

V.

CAF-3

Graphic Clerk

Joint Intelligence Study Publishing Board

Graphic Clerk

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JCS Declassification/Release Instructions on File

As Graphic clerk, I am responsible for the maintenance of all files of the Graphic Section. This involves:

1. The keying of all incoming graphic material submitted by the Office of Naval Intelligence, Military Intelligence Division, State Department, Army Map Service, etc. This material consists of aerial photographs, map originals, color proofs and line-cut originals. All work is logged in, sorted according to JANIS chapters, assigned specific key numbers and delivered to chapter editors or filed for future reference.

25%

2. The logging out of all graphic material to the engravers. This involves filling chapter orders submitted by each editor, marking the originals with reproduction instructions, cropping and checking annotations of aerial photographs, and delivering completed order and material to the Production Section.

25%

3. The logging in of the engravers proofs and originals as they are returned from the engravers. The engravers proofs are marked with key numbers corresponding to keyed originals and caption lists, and then one set is returned to the Production Section for make-up of the dummy, one set is delivered to the editor and one set filed. Here it is also necessary to gauge each caption list, i.e. indicate on the caption list of each chapter the size of each figure used in that chapter.

25%

4. The logging out of all graphic material that is sent to the Board of Geographic Names for checking, and the assigning of priorities for this material according to chapter deadlines. Here there is the responsibility of checking on the progress of the work while it is at the Board of Geographic Names, and, upon its completion, of informing the editor that it is ready for ordering.

10%

5. The returning of all originals to contributors. This includes keeping a record of originals to be returned, filing these, obtaining necessary receipts and wrapping them for courier service.

15%

Throughout, there is the responsibility of keeping all records and map file numbers up to date for each successive JANIS report, and also of having work completed by assigned deadlines.

X

Unrecorded graphic

material to be prepared for the printer.

Dorothy D. Comstock, Assistant to Acting
Chief of Graphic Section, and Margaret Kingman, Acting Chief of Graphic Section.

There is no check on the routine filing. Chapter orders
are reviewed by Miss Comstock; the gauging of caption lists and marking of engravers
proofs is reviewed by the Production Chief, Lt. Macmillan, USNR; and the sending
of material to contributing agencies is supervised by Miss Comstock and Mrs.
Kingman.

In addition to clerical duties, it is necessary to have a thorough knowledge
of the different types of graphic material handled in this section. This means
being able to distinguish aerial photographs, aerial mosaics, acetate overlays,
blue-line chip boards, half tones, line cuts, engravers proofs, etc. It is also neces-

sary to
organize
assign
work to
meet
given
deadli



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OFFICE OF THE CHIEF OF GRAPHIC SECTION
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The above is a complete and accurate description of Miss Keener's duties. Because
of frequent dead-line rushes, it is impossible to supervise all work done by her and it
is, therefore, essential for her to assume complete responsibility for the recording of
all graphic material handled in this Section. As this Section acts as liaison for all
agencies contributing graphic work to JANIS, material is constantly moving from one office
to another, and it is of prime importance that records are kept up to date.

As stated in Item 12, the position requires not only a thorough understanding of the
filing system of this office, but also the ability to recognize the various types of
graphic material and their uses. The position, therefore, is a combination of clerical
and cartographic duties and requires a thorough competence and individual initiative.